

Letter of Explanation for Payment Delay

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to inform you about a delay in the payment that is due for the services/products you have provided to us.

We value our relationship and appreciate your understanding as we navigate some unexpected financial challenges. Despite our efforts to ensure timely payments, [briefly explain the reason for the delay, e.g., cash flow issues, administrative delays, etc.].

Please be assured that we are working diligently to resolve this matter and anticipate that we will be able to make the payment by [insert estimated date of payment]. We sincerely apologize for any inconvenience this may cause you and appreciate your patience during this time.

Thank you for your understanding. If you have any questions or concerns, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]